

Utah Bureau of Emergency Medical Services

Course Coordinator CHECKLIST



DONE ✓	30-90 Days Before the course submit to BEMS	NOTES
	POLICIES	BEMS must have a signed course coordinator contract, ADA policy, and harassment policy.
	COURSE REQUEST	All request documents must be received 30-90 days before start date or a late fee will be assessed.
	COURSE SCHEDULE	Must meet the training standard
	COURSE REQUEST FEE	\$25 for EMD, all other levels \$100
DONE ✓	Within 30 days of the start of the course submit to BEMS	NOTES
	STUDENT APPLICATIONS	All course documents filled out completely, signed and notarized for all students must be received within 30 days after the start date or a late fee will be assessed.
	PICTURES	PHOTO, or JPEG with all students names labeled
	FINGERPRINTS	LIVESCAN for anyone who has lived out of Utah in the last five years.
	DECLARATION OF UNDERSTANDING	Completed, signed, and notarized
	ACKNOWLEDGEMENT OF POLICIES	Completed and signed
	TB TEST	MUST BE WITHIN THE LAST YEAR
	PAY FEES	All fees must be paid
DONE ✓	Within 30 days of the start of the course provide to students	NOTES
	Student Handbook, TTGs, textbooks, etc.	See course coordinator manual for complete list
DONE ✓	Within five day of the completion of the course submit to BEMS	NOTES
	LETTER OF RECOMMENDATION	For students who have completed all training requirements. Must be signed by Course Coordinator and Medical Director.
	NON RECOMMENDATION LETTER	Non-recommendation letter where applicable. Every student must be accounted for on one of the two letters.
	FINAL COURSE SCHEDULE	Only if there was a change from original schedule
	RETURN ALL RENTAL EQUIPMENT	Pay all rental fees where applicable
DONE ✓	Retention of records	NOTES
	RETAIN RECORDS FOR SEVEN YEARS	For questions reference the Course Coordinator manual or call Travis Scoresby at 801-538-9133.